

**CBS USER ACCESS REQUEST FORM**

ALLOW 3-5 DAYS FOR CBS/ITC PROCESSING



*NOTE: All users must be entered in the NOAA Locator prior to requesting access to CBS.  
Submissions and updates to the NOAA Locator can be sent to [noaa.locator@noaa.gov](mailto:noaa.locator@noaa.gov).*

Date of Request:

Access:

Requested Action:

Entity Type:

Specify:

NOTE: If you are not a NOAA employee, you will be contacted for your Social Security Number

User's Name:

Office Phone:

Line Office:

Office Address:

E-mail Address:

Office Fax:

Routing Code:

M

Servicing Administrative Support Center:

Supervisor's Name:

Office Phone:

Supervisor's Signature:

Date:

*(Electronic submissions must be forwarded by the Supervisor to serve as the Supervisor's signature and approval.)*

Sys. Adm.'s Name:

Office Phone:

**Using the drop down lists provided below, please select the appropriate user role for the CBS module to which you are requesting access.**

Accounts Payable:

General Ledger:

AP Standard Interface:

Loans:

Budget:

Labor:

Data Warehouse:

Personal Property:

Grants:

Real Property:

Accounts Receivable:

Discoverer:

Reimbursable Agreements:

Special User: (Specify)

Commerce Purchase Card System:

Summary Level Transfers:

Application Manager: Client Services Office Phone: 301-427-1023

Submit signed requests to the CBS Client Services Help Desk via **FAX on 240-632-2886**. E-mail submissions require Adobe Acrobat software and must be forwarded by the user's Supervisor to serve as the Supervisor's signature and approval. Forward e-mail submissions to [clientservices@noaa.gov](mailto:clientservices@noaa.gov).

**If you have any questions, e-mail the CBS Client Services Help Desk at [clientservices@noaa.gov](mailto:clientservices@noaa.gov) or call 301-427-1023.**